




TASKS MENU

Retailers & Wholesalers

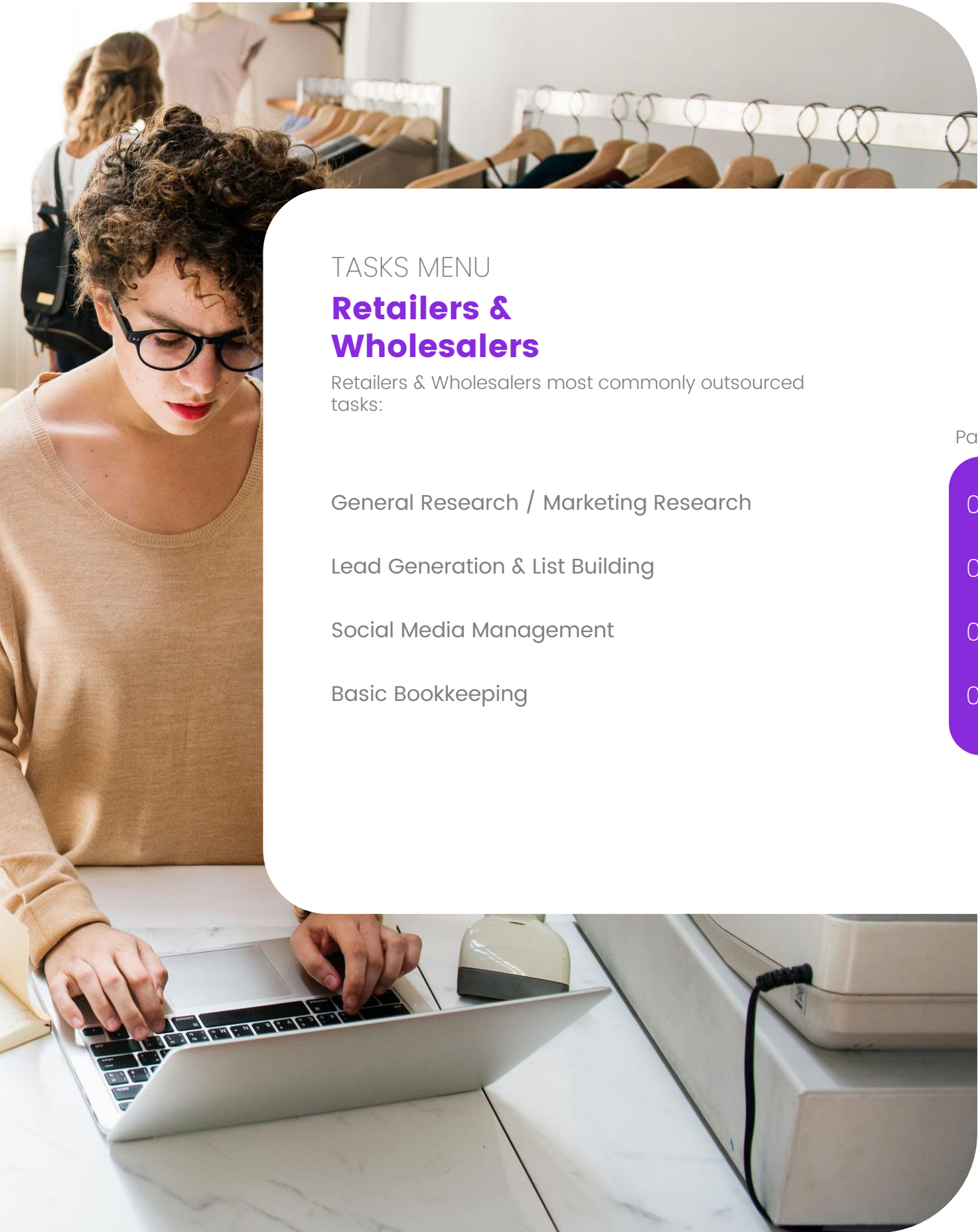
Retailers & Wholesalers have requested the tasks detail next.

PRO TOPVA

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TASKS MENU

Retailers & Wholesalers

Retailers & Wholesalers most commonly outsourced tasks:

General Research / Marketing Research

Lead Generation & List Building

Social Media Management

Basic Bookkeeping

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General Research / Marketing Research



Online research for events for the client to attend or participate in, turn that research into a list and share it with the CEO.



The VA will help find research for scanners for example with specific specifications.



Search for supplier/vendors information to contact.



Help with flight/travel research & online booking.



Online research for events for the client to attend or participate.

Lead Generation & List Building



Take the existing leads and research for the missing contact information and update the list.



Research directories, websites, and Yellowpages online to gather new leads.



Build an Excel/Google sheets list with basic contact info.



Social Media Management



Help with Social Media content organization, scheduling & management.



Publish posts on different social media channels (Facebook, Instagram, LinkedIn, etc).



Content writing and create simple graphics.



Create a social media calendar to post X times a week.



Respond to messages on any of your business's social media accounts.

Basic Bookkeeping 04



Create quotes/invoices to send to the company's leads & clients.



Send invoices/bills via email to each client.



Follow up & receive payments.



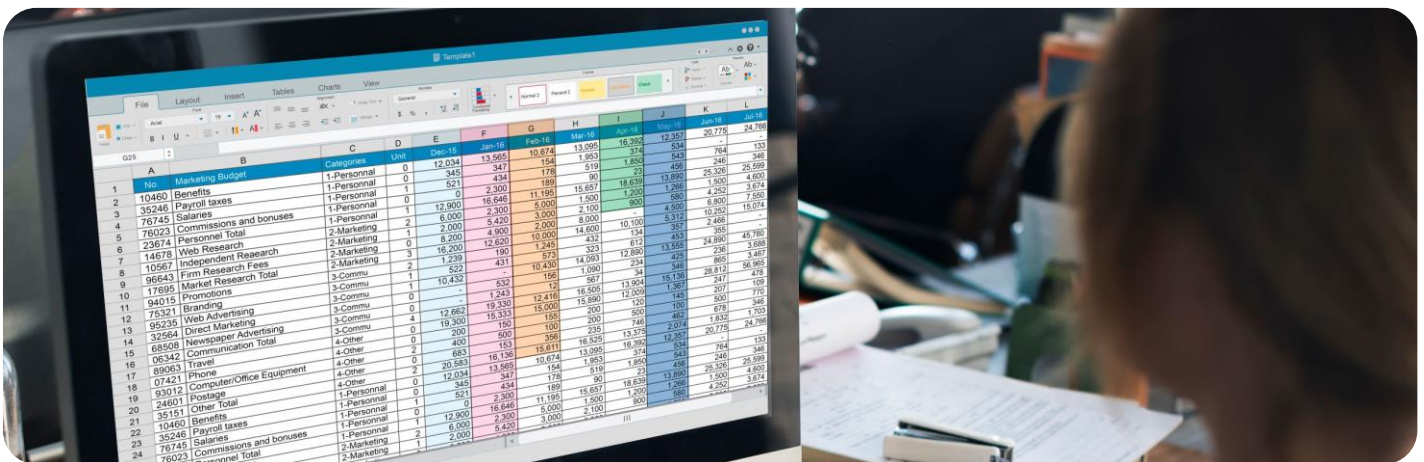
Other basic bookkeeping tasks.



Create & send receipts to clients who have completed payments



Categorize expenses from bank accounts and/or credit cards.






PRO TOPVA

Book A Call



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